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### Committee Assignment Commencement - May 1951

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PRAIRIE VIEW A. & M. COLLEGE

Prairie View, Texas

COMMITTEE ASSIGNMENTS FOR COMMENCEMENT SEASON

May 19-20, 1951

| Committees and Personnel   | Suggested Duties   |
|--|--|
| <b>PROGRAMS and Special Announcements</b><br>(Commencement, events, invitations)   |  |
| Mr. J. J. Woods, Chairman<br>Mrs. Mattie Irving<br>Mr. L. C. McMillan<br>Mr. L. C. Phillip<br>Mr. W. H. Stickney<br>Dr. R. vonCharlton   | 1. Gather all data for printed work.<br>2. Prepare announcements, invitations, programs and convotation tickets.<br>3. Supervise printing.<br>4. Supervise mailing of announcements and invitations.   |
| <b>HOUSING OF ALUMNI AND VISITORS</b>  |  |
| Mr. H. E. Fuller, Chairman<br>Mr. L. E. Scott<br>Miss Reda L. Bland<br>Mrs. C. M. Deas<br>Mrs. C. B. Knighton<br>Mrs. Westerfield Kimble<br>Mr. L. E. Perkins<br>Mr. Marcellus Harmon<br>Mrs. Nettie M. Lewis<br>Mrs. Blanche Johnson<br>Miss P. E. Foreman          | 1. Determine number of visitors requiring housing.<br>2. Provide adequate quarters for visitors.<br>3. Check lavatories in living quarters for cleanliness and necessary equipment.<br>4. See that general living comfort prevails.  |
| <b>AUDITORIUM AND STAGE ARRANGEMENT</b>  |  |
| Mr. Alvis A. Lee, Chairman<br>Mr. Harold Perkins<br>Mr. Isaac Bennett<br>Mr. John G. Evans<br>Mr. F. G. Fry<br>Mr. C. W. Miller<br>Mrs. C. B. Knighton<br>Mr. D. W. Martin<br>Mr. Robert L. Davis<br>Mr. Oliver E. Smith<br>Mr. Luther Mitchell<br>Mr. Wm. J. Jollie | 1. See that all parts of auditorium are well cleaned, dusted and arranged.<br>2. Provide reserved sections as directed.<br>3. Arrange necessary decorations.<br>4. Provide speakers stand, tables, chairs, drinking water, and cooling devices for platform.<br>5. See that loud-speaker works satisfactorily.<br>6. Provide outside loud-speaker service.   |
| <b>ACADEMIC PROCESSION</b>   |  |
| Dr. J. M. Coruthers, Chairman<br>Dr. J. L. Brown, Co-Chairman<br>Miss Alverna Ackerson<br>Mr. L. B. James<br>Dr. T. R. Solomon<br>Dr. R. vonCharlton<br>Mr. L. W. Engram<br>Mr. C. A. Wood   | 1. Formulate and distribute appropriate notices to candidates for graduation, the marching faculty, and persons forming the Diamond Jubilee procession on marching arrangements.<br>2. Supervise marching and other practice for the anniversary celebration and for the commencement exercises.<br>3. Supervise the organization and movements of the Line of March during the anniversary celebration and on Commencement Day. |
| <b>TRAFFIC AND PARKING</b>   |  |
| Mr. E. J. Johnson, Chairman<br>Mr. Thaddeus G. Porter<br>Mr. J. L. Hill<br>Mr. J. E. Dailey<br>Mr. J. M. Wilson  | 1. Direct visitors to designated parking areas, before and during program.<br>2. See that vehicles are parked systematically.<br>3. Kindly furnish visitors information about program, bus and train schedules and other matters in which they are interested.   |



## COMMITTEE ASSIGNMENTS FOR COMMENCEMENT SEASON - 2

### TRANSPORTATION OF STUDENTS AND BAGGAGE

Mr. C. L. Wilson, Chairman  
Miss Reda L. Bland  
Mr. Claude Clark  
Mr. R. E. Bailey  
Mrs. C. M. Deas  
Mr. William Evans  
Mr. F. G. Fry  
Mr. Thaddeus G. Porter  
Mr. Edgar G. Henry  
Mr. Oscar Pipkin  
Mr. L. E. Scott  
Mr. H. E. Fuller  
Mr. Alvin I. Thomas

1. Transfer students' luggage to the point of departure according to prevailing schedules.
2. Transfer students to the point of departure according to prevailing schedules.
3. Supervise activities at departure points.

### USHERS

Mr. Edgar G. Henry, Chairman  
Mr. George Riley  
Miss Mollie Katheryn Bradford  
Mr. L. C. Mosley  
Mr. G. W. Reeves  
(Student Personnel)

1. Distribute programs.
2. Take up convocation tickets.
3. Seat people according to seating arrangements.
4. Provide comfortable auditorium atmosphere.
5. Convey in-coming and out-going messages.
6. Assume pre-program control over the auditorium-gymnasium.
7. Assist with procession and recessional.

### PARENTS' DAY ARRANGEMENTS

Mr. L. E. Scott, Chairman  
Mr. H. T. Jones  
Miss Reda L. Bland  
Mrs. M. F. Bradley  
Mrs. C. M. Deas  
Mrs. A. M. Johnson  
Mrs. B. E. Johnson  
Mrs. Westerfield Kimble  
Mrs. C. B. Knighton  
Mrs. D. B. Phillips  
Mrs. Ozania B. Davis  
Mrs. Marie H. Lee  
Mrs. W. D. Thompson  
Mr. Jacob L. Boyer  
Mrs. Z. S. Coleman  
Mr. J. E. Ellison  
Mr. Samuel W. Davis  
Mr. T. R. Lawson  
Mr. W. C. David ✓  
Dr. E. E. O'Banion  
Mr. J. C. Williams

1. Arrange to have parents met at all trains and busses.
2. Make it convenient for parents and children to get together upon arrival on campus.
3. Make available to parents any printed schedules and other matters needed for the occasion.
4. Arrange for adequate and comfortable eating facilities.
5. Arrange for suitable recreation.
6. Make any other arrangements necessary to promote the program.

O. J. Baker, General Chairman

Note: All subcommittees will kindly meet at an early date to work out the details of their responsibilities herein involved. Everyone is respectfully urged to be diligent about rendering the services designated.